





CHRISTINA MARIYAM

PROFILE SUMMARY

Looking forward for a challenging career that will provide me ample opportunities to grow and to perform any organizational task. Dedicated and self-motivated personality possessing excellent analytical, problem solving, communication, leadership, decision making, interpersonal and administration skills.

CONTACT INFORMATION

 christinamariyam97@gmail.com

 +971 504880195

 Shakhbout City Abu Dhabi – UAE

PERSONAL DATA

Status : Unmarried
Nationality : Indian
Date of Birth : 09-06-2000
Visa Status : Employment Visa
Available to join immediately

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PASSPORT DETAILS

Passport No. : V2733370
Date of Issue : 13-09-2021
Date of Expiry : 12-09-2031

PROFESSIONAL HIGHLIGHTS

- Handling phone calls
- Observing and reporting
- Keeping good public relations
- Responding to emergencies
- Collaboration
- Hospitality and client service
- Planning and organization
- Effective multitasking

WORK EXPERIENCE

SKILL FORCE SECURITY SERVICES

Lady Security Guard (October 2021 – Present)

- Handled reception duties, including greeting visitors, answering phones document filing and directing inquiries.
- Access controlling and monitoring.
- Observing and reporting
- Keeping good public relation
- Controlling access and using alarm system
- Patrolling
- Traffic control
- Finding safety hazards

EDUCATIONAL DETAILS

Jaipur University

Bachelor of Business Administration (2020 – 2023)

Graduated from Jaipur University

Major: Finance

Kerala Higher Secondary Education Board

Humanities (2016 -2018)

Pass out from St. Marys M. M. G. H. S. S Adoor by 70% mark's

Kerala State Education Board

10th Class (2015 -2016)

Pass out from St. Marys M. M. G. H. S Adoor by scoring 73% mark's

SKILLS

- Microsoft Office – MS Word
- Microsoft Office – MS Excel
- Microsoft Office – MS Power Point

PERSONAL STRENGTH

- Prioritize well
- Ability to multi task
- Strong leader ship skill
- Motivational skill
- Good communication

MY EXPERTISE

- Excellent verbal & written communication skill
- Leadership and team management
- Interpersonal skill
- Innovation and Creativity
- Adaptability and flexibility

DECLARATION

I have declared that the information and facts stated above are true and correct to the best of my knowledge and belief.

CHRISTINA MARIYAM